

## POSITION DESCRIPTION

TITLE

EMPLOYEE NAME

DATE OF  
VERSION

### DEPARTMENT PURPOSE

### POSITION PURPOSE



### DEPARTMENT RELATIONSHIPS

Department: \_\_\_\_\_

Department Head: \_\_\_\_\_

Reports to: \_\_\_\_\_

Direct Reports:  Yes  No



### KEY RELATIONSHIPS (positions)

---

---

---

---

---



### CLASSIFICATION

- Exempt  
 Non-Exempt



### EMPLOYEE

- Full Time  
 Part Time  
 Hourly



# RESULTS & RESPONSIBILITIES

## KEY RESULTS

## DESCRIPTION OF RESPONSIBILITIES

RESULT ONE

Placeholder for Key Result One

Placeholder for Description of Responsibilities One

RESULT TWO

Placeholder for Key Result Two

Placeholder for Description of Responsibilities Two

RESULT THREE

Placeholder for Key Result Three

Placeholder for Description of Responsibilities Three

RESULT FOUR

Placeholder for Key Result Four

Placeholder for Description of Responsibilities Four



## KNOWLEDGE



## SKILLS



## LOCAL ESSENTIALS

**MISSION:** to lead people to fully follow Jesus

**VISION:** to create local churches with local pastors in local communities

**CHURCH VALUES:** family, authentic, enjoyable, local



**STAFF VALUES:** be focused, move forward, stay flexible, and have fun

**STRATEGY:** genuine worship, biblical teaching, unique next steps, engagement in the local community

**STATEMENT OF BELIEFS**

## EXPERIENCE



Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_